



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

ATZK-IM (25)

20 September 2001

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Six Policy Memo No. 38-21 – Efficient Use of Written Communication

1. Reference Secretary of the Army Memo, 27 July 2001, subj: Army Directive #2 – Written Communication (enclosed).
2. Per Secretary of the Army directive, I expect commanders at all levels to fully implement more efficient ways to use our resources. We spend a greater share of our resources than necessary to convey our message.
3. When communicating within or outside of the Fort Knox, we will follow the below principles:
 - a. Respond promptly and accurately to requests.
 - b. Keep communications short, simple, and concise.
 - c. Use electronic media (e.g., e-mail, websites) as the primary means to transmit information.
 - d. Stop the use of expensive, glossy, slide presentations and reports. The standard is black and white, regular paper. Multiple colors and specialty paper should be used only when **crucial** for safety and medical purposes. Effective this date all briefings reproduced will be black and white.

Encl

DISTRIBUTION:
A

R. STEVEN WHITCOMB
Major General, USA
Commanding



SECRETARY OF THE ARMY
WASHINGTON

July 27, 2001

MEMORANDUM FOR ALL ARMY PERSONNEL

SUBJECT: Army Directive #2 – Written Communication

In communicating with each other or in transmitting reports outside the Army, we will adhere to the following principles:

- Respond promptly and accurately to requests.
- Keep communications short, simple and concise.
- Use electronic media (e.g., e-mail, websites) as the primary means to transmit information.
- Stop the use of expensive, glossy, slide presentations and reports. The standard is black and white, regular paper. Multiple colors and specialty paper should be used only when crucial for safety and medical purposes.

We are expending a far greater share of our resources than is necessary to convey our message. I expect commanders at all levels to fully implement this directive immediately and to continue to seek more efficient ways to use our resources.

A handwritten signature in black ink, reading "Thomas E. White", is positioned above the printed name.

Thomas E. White